

October 15, 2013

Dear Registered Ministry Director/Applicant:

It has taken a little longer than anticipated; however, I am pleased to inform you that the necessary software updates and the connection with the FBI database has been corrected.

You may now schedule appointments for your staff and volunteers to obtain the needed fingerprint scans needed to conduct the national criminal history background checks as required.

Please remember that for staff and volunteers who were working in your program prior to July 1, 2013 have until July 1, 2014 to complete these national criminal background checks; however, we recommend that you complete these background checks prior to your next inspection, if possible.

Here are some important directions to assist you when registering online to ensure that you receive the discount available to registered ministries:

When asked for your application category choose one of the following as appropriate:

- Unlicensed Registered CC Ministry/Employee or
- Unlicensed Registered CC Ministry/Volunteer.

You will then be asked to enter your **OCA number** . This is your five digit registered ministry facility ID number (do not enter the letter). You must enter this number in order to receive the discounted rate.

When an employee completes the scan, they will be given a receipt from MorphoTrust (formally known as L-1). It is very important that you keep this receipt. This is the documentation that you will use to demonstrate compliance with the new law.

For those registered ministries that had employees or volunteers submit fingerprints prior to Monday, October 14, these fingerprints have been rejected by the FBI. These employees and volunteers must re-submit their fingerprints. I apologize for this inconvenience.

In order to avoid charges for a second time, you must have your **TCR** number from the receipt that was issued by MorphoTrust the first time. This is the receipt that you are required to keep as documentation that the checks have been completed. You will enter this TCR number when registering on-line and will not be required to pay a second time.

Thank you for your patience during these changes and for your dedication to keeping Indiana's children safe.